UI Four Week Reporting Instructions
MissouriCareerSource.com

Figure 1: MissouriCareerSource JobSeeker

Unemployment Insurance Four Week Reporting

Step-by-Step:

1. Go to the Missouri*Career*Source web site at: https://MissouriCareerSource.com.
2. Click the "Continue" button.
3. Click on the "Complete Four Week Reporting" link. (see figure 2)

Figure 2: MissouriCareerSource JobSeeker

Job seekers must log in to their individual Missouri*Career*Source account before they can complete four-week reporting. If an account has not previously been completed, job seekers must complete the registration before continuing. (see figure 3)
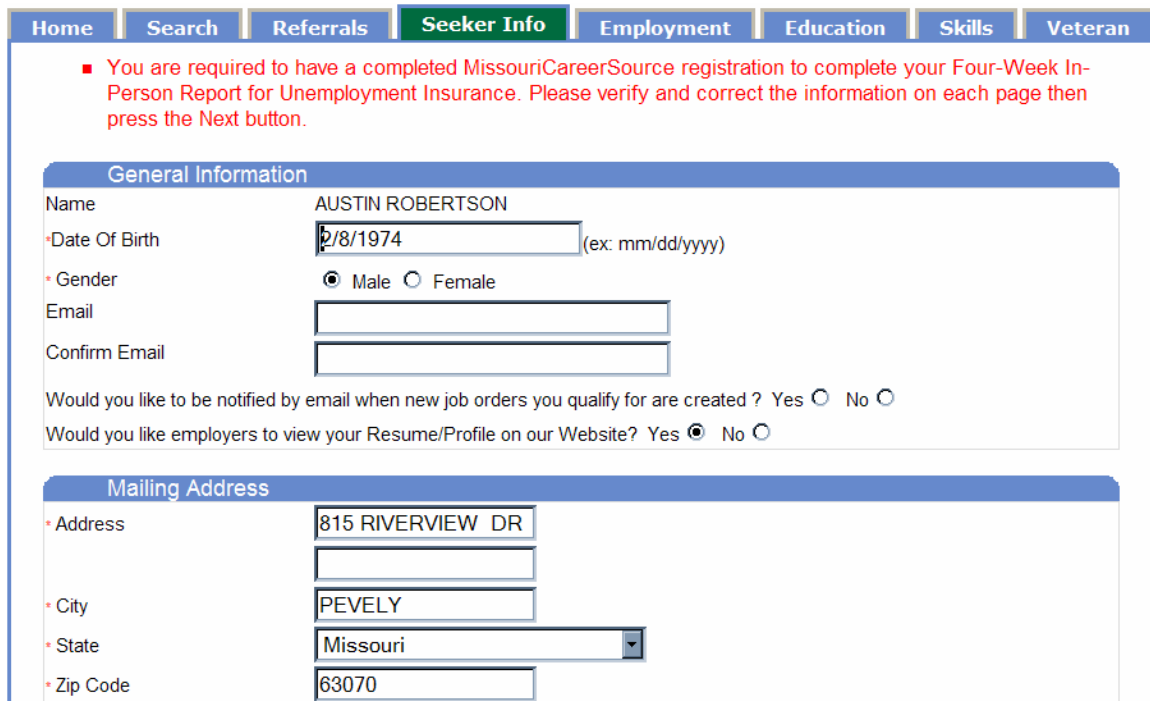

Figure 3: MissouriCareerSource login

<u>**Completing a Missouri*Career*Source account**</u>

Some job seeker information will be populated from the UI batch file DWD receives nightly. In this case, the job seeker will need to complete this partial registration.

Step-by-Step:
1. Enter information in the fields with an asterisk (*) in the "Seeker Info" page. (see figure 4)

Figure 4: MissouriCareerSource account registration

Figure 5: MissouriCareerSource account registration

Step 5: Job seeker fills out the employer information. If the job seeker does not put in at least one work history, a message appears letting him or her know that at least one work history must be entered.

Home	Search	Referrals	Seeker Info	**Employment**	Education	Skills	Veteran

Desired Job Titles

You may select up to 20 Desired Job Titles.
1 Desired Job Titles selected.

Search	Tree	All

Enter keywords to search for Job Titles: [   ] [search]

Selected Desired Job Titles

Job Title	Months Experience	Year Last Worked	Options
Painters, Construction and Maintenance	[ ]	[ ]	delete

[Next]

Step 6: The job seeker must choose at least one desired position title to continue with the registration. This record had one which came over from the UI batch file.

Home	Search	Referrals	Seeker Info	Employment	**Education**	Skills	Veteran

- You are required to have a completed MissouriCareerSource registration to complete your Four-Week In-Person Report for Unemployment Insurance. Please verify and correct the information on each page then press the Next button.

Education History

•School Name	[ ]
•Degree Awarded	[▼]
City	[ ] , [MO ▼]
Country	[ ]
Completion Date	[ ] (ex: mm/yyyy)
Major	<Choose A Major>
Minor	<Choose A Minor>

[I Have No Education History] [Add Another] [Next]

Education History

School Name	Degree	Completion Date	Major - Minor / Course of Study	Options

Step 7: The job seeker can enter his or her educational information. Education has three screen to go through and either complete or by-pass. Obviously, the more information the job seeker enters on these screens, the better the matching system can perform.

Step 8: The job seeker can enter any skills that he or she have. This, too, will help with the job matching system since it will partially be skill based. There are two screens for skills.

Step 9: The job seeker will fill out his or her veteran status. If they answer yes to one of the questions, another screen will come up with the rest of the information to be completed.

Step 10: The job seeker enters his or her UI pin number, completes the four week reporting, and is sent to the job seeker home page below:

| Home | Search | Referrals | Seeker Info | Employment | Education | Skills | Veteran |

General Information

AUSTIN ROBERTSON

815 RIVERVIEW DR
PEVELY, MO
63070

Home (636) 479-9586

Edit My Information
View My Resume/Profile
View My ITA Report
Change My Password

Do you want DWD to notify you about job openings?
⦿ Yes ○ No

Quick Job Search

Enter Keywords to Search Jobs
OR Enter the Job Order Number

○ Search by Missouri Career Center   Select by Missouri Career Center ▾
○ Search within Region   Select by Region ▾
○ Search by Zip Code

advanced search   Search

Job Search Activity

No Recent Activity

The job seeker just completed the four week reporting for unemployment insurance. He or she can now perform a job search, edit the personal information, view his or her resume, view his or her Individual Training Account ((ITA) (Workforce Investment Act enrollees)), change his or her password, or click on one of several links at the bottom of the page, including "Logout."